Funding is discretionary. Completing this form does not guarantee that the Welsh Government will offer the amount of support requested or that we will necessarily offer any support towards this activity.

This form should be used to detail the feasibility activities you need to carry out to address the initial gaps identified in your developing Innovation Plan.

|  |  |
| --- | --- |
| 1. **Business/organisation details** | |
| Name of company/organisation  (as per Companies House Register if UK registered) |  |
| Trading name/s (if different from above) |  |
| Address  (Trading address) |  |
| Postcode |  |
| Tel no |  |
| Name of contact and position |  |
| Contact e-mail |  |
| Registered office address & postcode  (if different from above) |  |
| Registration number (if UK registered) |  |
| Current number of full-time equivalent employees |  |
| Current annual turnover/income |  |
| Is your organisation part of a group?  (If yes, please provide a chart setting out the group structure) |  |

|  |  |
| --- | --- |
| 1. **Innovation** | |
| * 1. **Title** |  |
| * 1. **The innovation** | |
|  | |

|  |  |
| --- | --- |
| 1. **Activities**    1. **Challenges** | |
|  | |
| * 1. **Activity plan and resource management** | |
|  | |
| * 1. **Total duration (months)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Financials**    1. **Proposed expenditure** | | | | |
| **Category** | | **Anticipated expenditure**  **(£, 000)** | | |
| **Staff time (direct gross salaries)** | |  | | |
| **Staff expense** | |  | | |
| **Overheads – *A flat rate of 45% of the direct gross staff salary costs can be used to calculate a figure for general overheads and employer NI and pension contributions*** | |  | | |
| **Materials & Consumables** | |  | | |
| **Sub-contract & Consultancy** | |  | | |
| **Other** | |  | | |
| **Total** | |  | | |
| * 1. **Breakdown and justification of cost** | | | | |
| * + 1. **Staff Time** | | | | |
| Role/Job Title | | Annual salary | % time spent on project |
| *Examples:* | |  |  |
| Engineer 1 | | £40,000 | 100 |
| Engineer 2 | | £40,000 | 100 |
| Snr Engineer | | £50,000 | 20 |
| Managing Director | | £50,000 | 10 |
| (Insert additional rows as needed) | |  |  |
| * + 1. **Staff expenses** | | | | |
|  | | | | |
| * + 1. **Materials & consumables** | | | | |
|  | | | | |
| * + 1. **Sub-contract & consultancy** | | | | |
|  | | | | |
| * + 1. **Other costs** | | | | |
|  | | | | |
| * 1. **Funding** | | | | |
| Type | Source | | Amount  (£ ,000)  (Ex VAT) | |
| Internal cash reserve |  | |  | |
| Loans (Bank, Directors, Overdraft, etc.) |  | |  | |
| Private sector investment (DBW, VC, Business Angel, etc.) |  | |  | |
| Grants (Innovate UK, UKRI, Local Authority, Welsh Government) |  | |  | |
| R&D Tax Credits |  | |  | |
| Other |  | |  | |
| **Total Cost** | | |  | |
| **Funding Amount Requested** | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Other public sector funding (last 3 years)** | | | | | |
| Type of assistance | Date | Source | Amount  (£ ,000) | Offered or received | MFA |
|  |  |  |  |  | Yes/No |
|  |  |  |  |  | Yes/No |
|  |  |  |  |  | Yes/No |
|  |  |  |  |  | Yes/No |
|  |  |  |  |  | Yes/No |

|  |  |
| --- | --- |
| 1. **Additional information & supporting documents.** | |
| 1. This application form (signed and dated) | Yes/No |
| 1. Draft Innovation Plan | Yes/No |
| 1. Business plan or equivalent | Yes/No |
| 1. Financial accounts: Last 2 financial years | Yes/No |
| 1. Management accounts. Only required if the most recent set of Statutory company accounts are more than 6 months old. | Yes/No |
| 1. Goods and services costs evidence e.g. quotes, web page screenshot, etc. | Yes/No |

|  |  |  |
| --- | --- | --- |
| 1. **Declarations** | | |
| Have you or any of your associates ever been disqualified from being a company director under the Company Directors Disqualification Act (1968) or ever been the proprietor, partner or director of a business that has been subject to an investigation (completed, current or pending) undertaken under the Companies, Financial Services or Banking Acts? | | Yes/No |
| Has any director/partner ever been bankrupt or subject to an arrangement with creditors or ever been the proprietor, partner or director of a business subject to any formal insolvency procedure such as a receivership, liquidation or administration, or subject to an arrangement with its creditors? | | Yes/No |
| Has any director/partner ever been the proprietor, partner or director of a business that has been requested to repay a grant under any government scheme? | | Yes/No |
| **IF you have answered Yes to any of the above, this will not necessarily affect your chances of receiving support. However, please give details below of the person(s), the business(es) and the circumstances:** | | |
|  | | |
| I understand that information supplied here and in the accompanying documents may be shared in confidence with other public funding organisations, external technical advisors, and Development Bank of Wales.  The Information collected will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify identity. Further details of how your information will be used by us and these fraud prevention agencies, is explained in the privacy notice noted below.  I understand that if I give information that is incorrect or incomplete, support may be withheld or reclaimed, and action taken against me. I understand that the Welsh Government is likely to seek prosecution in cases of fraud or attempted fraud. I declare that the information I have given here and in the accompanying documents is correct and complete. I also declare that, except as otherwise stated, I have not started the project. I understand that any offer may be publicised giving brief details of the project and the amount of support offered. We will agree details of the publication with you before it is publicised.  I confirm that the organisation has the financial and administrative competence to manage and deliver the project.  Applications must be signed by an authorised signatory, director (in the case of a company), or by the proprietor or a partner.  By submitting this form electronically, you are confirming that you have the authority to submit the application on behalf of your organisation. | | |
| Name (Block Capitals) |  | |
| Signature |  | |
| Date |  | |
| Position in organisation |  | |

**Privacy notice**

The Welsh Government provides a wide range of support to help deliver our policies and create a fairer, more prosperous Wales.

The Welsh Government will be data controller for any personal data you provide in relation to your application or request for funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies. If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the funding you applied for, or we may stop providing existing funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing, or employment to you.

We will keep personal information contained in files in line with our retention policy. If successful in your application, then your personal data will be kept for 7 years after the date when you are free from all conditions relating to the funding awarded and all payments have been made. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

* to access the personal data the Welsh Government holds on you
* require us to rectify inaccuracies in that data
* to (in certain circumstances) your data to be erased
* to lodge a complaint with the Information Commissioner’s Office (ICO) who is the independent regulator for data protection

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer

Welsh Government

Cathays Park

CARDIFF

CF10 3NQ

Email Address: [Data.ProtectionOfficer@gov.wales](mailto:Data.ProtectionOfficer@gov.wales)

The contact details for the Information Commissioner’s Office are:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: [www.ico.gov.uk](http://www.ico.gov.uk)